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UNITED STATES DEPARTMENT OF AGRICULTURE
Washington, DC 20250

AMS/FGIS INSTRUCTION 352-5
Rev. 2

Agricultural Marketing Service



Federal Grain Inspection Service



INFORMATION FOR: All Employees, AMS, FGIS, and OT

Voluntary Salary Allotments for Payment of
Employee Labor Organization Dues

I PURPOSE

This Instruction:

A Provides copies of the Memorandum of Understanding Between Department of Agriculture and the American Federation of Government Employees and the Memorandum of Understanding Between Department of Agriculture and National Federation of Federal Employees (see Exhibits A and B, attached).

B Sets forth action to authorize, to change, or to cancel an allotment (see Exhibit C, attached).

C Sets forth action when employee is no longer eligible for dues withholding (see Exhibit D, attached).

II GENERAL

An employee:

A May authorize a voluntary allotment for the payment of dues to a labor organization provided:

1 The employee is in an exclusively recognized unit; and

2 The labor organization to which the employee belongs has signed an agreement with management which incorporates or references the National Memorandum of Understanding, and which has been approved by the Department Director of Personnel.

B May change an allotment from one local to another when changing from one local to another local having exclusive recognition, and wishes to continue to have dues withheld.

DISTRIBUTION:
A,M,O,S,P,F,T
(Circulate to All
Employees)

MANUAL MAINTENANCE INSTRUCTIONS:
Revised to update. Remove AMS
Instr. 352-5, Rev. 1 (4-27-76).
File this Revision.

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(II)

C May voluntarily request cancellation of dues withholding at any time. The effective date of the cancellation will be in accordance with provisions of the applicable National Memorandum of Understanding (see Exhibits A and B, attached).

D Is no longer eligible for voluntary allotment for the payment of dues to a labor organization when:

1 The employee's work unit is changed from an exclusively recognized unit to one that is not exclusively recognized;

2 The employee has changed positions and is no longer entitled to have dues withheld (for example, changing from a nonsupervisory to a supervisory position, or transferring to a position otherwise outside the exclusively recognized unit).

III ACTION TO AUTHORIZE, TO CHANGE, OR TO CANCEL AN ALLOTMENT

An employee desiring to authorize, to change, or to cancel an allotment shall follow the procedures specified in Exhibit C, attached.

IV ACTION WHEN EMPLOYEE IS NO LONGER ELIGIBLE FOR DUES WITHHOLDING

An employee who is no longer eligible for dues withholding shall follow the procedures specified in Exhibit D, attached.

Irving W. Thomas
Irving W. Thomas
Deputy Administrator, Management

Attachments

**MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF AGRICULTURE AND THE AMERICAN
FEDERATION OF GOVERNMENT EMPLOYEES**

This Memorandum of Understanding is between the Department of Agriculture, hereinafter referred to as USDA, and the American Federation of Government Employees, hereinafter referred to as AFGE.

I. It is agreed that this Agreement is subject to and governed by CSRA.

II. The individual employee of the USDA who is a member of the AFGE and included within an exclusive unit shall obtain his/her SF-1187, REQUEST AND AUTHORIZATION FOR VOLUNTARY ALLOTMENT OF COMPENSATION FOR PAYMENT OF EMPLOYEE ORGANIZATION DUES, from AFGE and shall file it with the designated AFGE representative, who will forward it to the Personnel Office of the Agency. In those cases wherein management and the union disagree regarding the eligibility of an employee for dues withholding, both parties acknowledge that such representation disputes are the sole function of the FLRA and accordingly agree that the dues of such an employee shall be placed in an escrow account pending an appropriate Authority determination. The employee shall be instructed by AFGE to complete ~~*Part A and Part B.~~ No other number must appear in the block provided as "identification Number" except the employee's Social Security Number.

III. Deductions will be made each pay period by the USDA and remittances will be made each pay period to the National Office of the AFGE. Remittances shall be accompanied by a computer tape, one for each pay period, by Locals, showing the names of the member employees from whose pay dues were withheld, the amount withheld, the code number of the Local to which each employee member belongs, social security number, and will be summarized to show the number of members for whom dues were withheld, total amount withheld, and the amount due the Local. Each tape will also include the name of each employee member for that Local who previously made an allotment for whom no deduction was made whether due to leave without pay or other cause. Such employee shall be designated with an appropriate explanatory term.

IV. It is agreed that Part A of SF-1187, including the insertion of code numbers of the AFGE (52) and the appropriate Local number, will be executed by the Financial Officer of the Local to which the employee member belongs or by the National Secretary-Treasurer of the AFGE, if the member is a member-at-large. The amount so certified shall be the amount of the regular dues (exclusive of initiation fees, assessments, back dues, fines and similar charges and fees). One standard amount for all employees or different amounts of dues for different employees may be specified. If there should be any change in the dues structure or amount, a blanket authorization listing each employee's name and social security number, and the amount of dues to be withheld will be submitted to the appropriate payroll office. The listing will be identified by labor organization and Local codes. Only one such change may normally be made in any period of twelve consecutive months for a given Local.

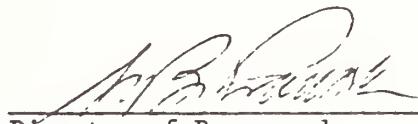
V. The payroll office of the USDA will terminate an allotment per a request received in accordance with any one of the following:

- (1) as of the beginning of the first full pay period following receipt of notice that exclusive recognition has been withdrawn;

- (2) at the end of the pay period during which an employee member is separated from the USDA;
- (3) at the end of the pay period during which the payroll office receives notice from the AFGE or a Local of the AFGE that the employee member has ceased to be a member in good standing; *Sept 1, 1978* *Sept 1*
- (4) pursuant to a timely request in accordance with the following time provision effective March 1, 1979, for all revocations received prior to January 11, 1979; *Sept 1, 1979* *Sept 1* *KMB*
- (5) effective January 11, 1980, and each January 11 thereafter *a.m.s.* for all allotments in effect as of January 11, 1979.
- (6) on the annual anniversary date of each allotment completed after January 11, 1979

VI. The USDA payroll office will send to the National Financial Officer of the AFGE a copy of each written revocation of an authorization which it receives. Revocation must be submitted to the appropriate Local in writing over the signature of the member on the Standard Form 1188 and must be submitted to the appropriate Personnel Office not earlier than the first day of the month prior to the annual date upon which revocation may be effected in accordance with the above.

Agreed to and signed in Washington, D.C., on this the 15th day of January 1979.



A. B. Carlson

Director of Personnel
U.S. Department of Agriculture



K. J. Blaylock

National President
American Federation of Government
Employees

NOTE: Pen and ink changes were included in the original signed document.

MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF AGRICULTURE AND THE NATIONAL FEDERATION
OF FEDERAL EMPLOYEES

This Memorandum of Understanding is between the Department of Agriculture, hereinafter referred to as USDA, and the National Federation of Federal Employees, hereinafter referred to as NFFE.

I. It is agreed that this Agreement is subject to and governed by the rules and regulations issued by the Office of Personnel Management (5 CFR 550.301 - 550.309) and USDA and will be modified as necessary by any future amendments to said rules and regulations.

II. Because NFFE has substantial membership and a substantial number of Exclusive Recognitions within USDA, the USDA will permit any employee of the USDA who is a member of the NFFE and included within a bargaining unit for which NFFE has Exclusive Recognition to make a voluntary allotment for the payment of dues to the NFFE. Such deductions shall begin after certification by the ~~Federal Labor Relations Authority~~, if necessary, and upon appropriate request by the Local or National Office of the NFFE. The parties agree that normally all negotiations should be concluded, and a collective bargaining agreement entered into within one year of the date of certification by the ~~Federal Labor Relations Authority~~. In order to achieve this goal, the partites agree to encourage and use all good faith efforts to ensure that negotiations occur on a timely basis and that good faith efforts will be made to resolve any dispute or impasse that may occur during the course of the negotiations. This memorandum shall be made a part of every Local agreement and shall be the only authorized method of obtaining dues withholding.

J.W.
J.M.A.

III. The individual employee of the USDA who is a member of the NFFE and included within an exclusive unit shall obtain his/her SF-1187 REQUEST AND AUTHORIZATION FOR VOLUNTARY ALLOTMENT OF COMPENSATION FOR PAYMENT OF EMPLOYEE ORGANIZATION DUES, from NFFE and shall file it with the designated NFFE representative, who will forward it to the Personnel Office of the Agency involved for certification of eligibility for dues withholding and for transmittal to the appropriate payroll office. The employee shall be instructed by NFFE to complete Part A and Part B. No other number must appear in the block provided as "Identification Number" except the employee's Social Security Number.

IV. Deductions will be made each pay period by the USDA and remittances will be made each pay period to the National Office of the NFFE. Remittances shall be accompanied by two sets of listings in duplicate, one for each pay period, segregated by Locals, showing the names of the member employees of the from whose pay dues were withheld, the amount withheld, the code number of the Local to which each employee member belongs, social security number, and will be summarized to show the number of members for whom dues were withheld, total amount withheld, and amount due the Local. Each list will also include the name of each employee member for that Local who previously made an allotment for whom no deduction was made whether due to leave without pay or other cause. Such employees shall be designated with an appropriate explanatory term.

J.W.
A.M.A.

IVa. In lieu of the listings provided for in Section IV of this agreement, USDA agrees to provide the National Office of the NFFE a computer tape in a format to be agreed upon at a such time as NFFE has the facilities to process tapes, and USDA is given two months notice.

V. It is agreed that Part A of SF-1187, including the insertion of code numbers of the NFFE and the appropriate Local number, will be executed by the Financial Officer of the Local to which the employee member belongs or by the National Secretary-Trasurer of the NFFE, if the member is a member-at-large. The amount so certified shall be the amount of the regular dues (exclusive of initiation fees, assessments, back dues, fines, and similar charges and fees.) One standard amount for all employees or different amounts of dues for different employees may be specified. If there should be any change in the dues structure or amount, a blanket authorization listing each employee's name and social security number, the amount of dues to be withheld will be submitted to the appropriate payroll office. The listing will be identified by labor organization and Local codes. Only one such change may be made in any period of twelve consecutive months for a given Local.

VI. The payroll office of the USDA will terminate an allotment

- (1) as of the beginning of the first full pay period following receipt of notice that exclusive recognition has been withdrawn;
- (2) at the end of the pay period during which an employee member is separated from the USDA;
- (3) at the end of the pay period during which the payroll office receives notice from the NFFE or a Local of the NFFE that the employee member has ceased to be a member in good standing;
- (4) annually during the first full pay period after September 1, 1979 after the receipt of the employee member's written revocation of his allotment.

VII. The Financial Officer of the NFFE Local to which the employee belongs will notify the USDA payroll office within five working days after the employee ceases to be a member in good standing of the NFFE.

VIII. Any written revocation of an allotment authorization received by the Local to which the employee belongs will be sent within three days after it is received to the appropriate USDA payroll office.

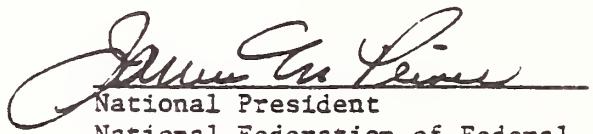
IX. The USDA payroll office will send the National Financial Officer of the NFFE a copy of each written revocation of an authorization which it receives.

X. This agreement shall terminate two years from the below date unless continuation is mutually agreed on by the parties. If this agreement between the parties at the national level terminates then or at any other time, a "grace period" not to exceed six months shall begin. This period will allow six months' coverage under the national agreement.

Agreed to and signed in Washington, D.C., on this 15th day of January, 1979.

/s/ S. B. Pranger

S. B. Pranger
Director of Personnel
Department of Agriculture


James G. Lewis
National President
National Federation of Federal
Employees

NOTE: Pen and ink changes were included in the original signed document.

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Action To Authorize, To Change, or To Cancel an Allotment

To Authorize Allotment	<p><u>All employees, AMS, FGIS, and OT shall:</u></p> <ol style="list-style-type: none"> 1 Obtain Form SF-1187, Request and Authorization for Voluntary Allotment of Compensation for Payment of Labor Organization Dues, from labor organization representative. 2 Complete top portion and Section B of Form SF-1187. Enter Social Security number <u>only</u> in space marked "Identification No." 3 Submit Form SF-1187 to labor organization representative for completion of remainder of form. 		
To Change Allotment From One Local to Another	<p><u>Employees in AMS and OT (except employees in Tobacco Division, AMS) shall:</u></p> <ol style="list-style-type: none"> 1 Obtain Form AD-356, Dues Change - Between Locals Within National Labor Organization, from Labor Relations, Evaluation, and Training Branch, PE Division. 2 Complete top portion and Part I of Form AD-356. 3 Route Form AD-356, through established supervisory channels, to Labor Relations, Evaluation, and Training Branch, PE Division, for certification and submission to NFC. 	<p><u>Employees in Tobacco Division, AMS, shall:</u></p> <p>Obtain Form AD-356 from supervisor or Administrative Assistant (employee serving as payroll liaison in Regional Office).</p> <p>Same</p> <p>Same</p>	<p><u>Employees in FGIS (except employees in headquarters office) shall:</u></p> <p>Obtain Form AD-356 from supervisor or Personnel Assistant (employee serving as payroll liaison in Regional Office).</p> <p>Same</p> <p>Same</p>
To Cancel Allotment	<ol style="list-style-type: none"> 1 Obtain Form SF-1188, Cancellation of Payroll Deduction for Labor Organization Dues, from Labor Relations, Evaluation, and Training Branch, PE Division. 2 Complete Form SF-1188, or prepare a memorandum request for cancellation in lieu of Form SF-1188. 3 Route Form SF-1188, or memorandum request for cancellation, through established supervisory channels, to Labor Relations, Evaluation, and Training Branch, PE Division, for certification and submission to NFC. 	<p>Obtain Form SF-1188 from supervisor or Administrative Assistant (employee serving as payroll liaison in Regional office).</p> <p>Same</p> <p>Same</p>	<p>Obtain Form SF-1188 from supervisor or Personnel Assistant (employee serving as payroll liaison in Regional Office).</p> <p>Same</p> <p>Same</p>

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Action When Employee Is No Longer Eligible for Dues Withholding**I WHEN DIVISION OR REGIONAL DIRECTOR DETERMINES DUES ARE NOT TO BE WITHHELD**

When the Division or Regional Director determines that an employee is no longer eligible for dues withholding, the actions set forth below shall be taken:

AMS and OT

All Divisions,
except Tobacco
Division, AMS

- . The Administrative Officer
shall notify, by written memorandum, the Labor Relations, Evaluation, and Training Branch, PE Division.

The Labor Relations,
Evaluation, and Training
Branch, PE Division, shall:

- . Complete and certify Form AD-356-A, Cancellation of Withholding of Dues to Labor Organizations and Association of Supervisors or Managers.
- . Forward Form AD-356-A to NFC.

Tobacco Division, AMS

- . The Administrative Assistant
shall complete and forward Form AD-356-A to Labor Relations, Evaluation, and Training Branch, PE Division.

- . Certify and forward Form AD-356-A to NFC.

FGIS

All offices,
except head-
quarters offices

- . The Personnel Assistant shall
complete and forward Form AD-356-A to Labor Relations, Evaluation, and Training Branch, PE Division.

- . Certify and forward Form AD-356-A to NFC.

II WHEN EMPLOYEE BELIEVES DUES SHOULD NO LONGER BE WITHHELD

A If an employee believes he/she is no longer eligible for dues withholding, he/she may request the Division or Regional Director, as applicable, to make a determination.

B If determination is made that the employee is no longer eligible for dues withholding, the actions specified above shall be taken.

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